

**NOTE PAD**

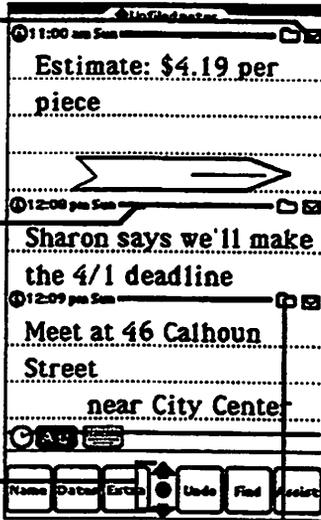
Print, send, delete, or duplicate notes.

Write and draw notes in the lined area.

Start a new note by drawing a separator bar.

See more notes by tapping the arrows or a list of all notes by tapping the dot.

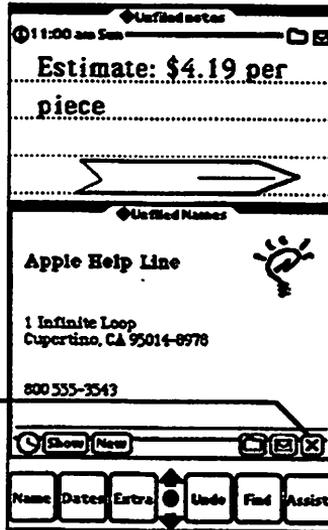
Organize notes by category (Ch. 7).



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## GOING TO THE NOTEPAD

The Notepad is always open though it may be hidden underneath your other work.



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To see the Notepad, you must close everything else. To close things, tap the X.

## VIEWING DIFFERENT NOTES

To see notes from earlier or later in the Notepad, tap the arrows.



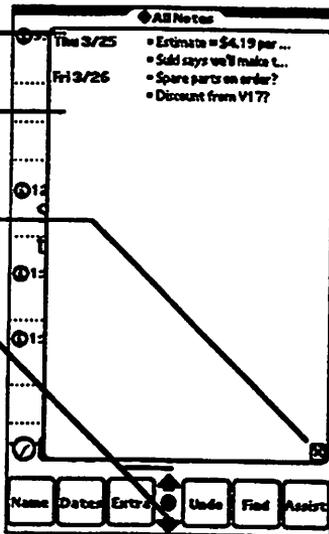
## SEEING AND USING THE LIST OF NOTES

1. To see the list of notes, tap the dot.



2. Do one of the following:

- To go to a particular note, tap its title.
- To close your list of notes, tap the X.
- To see the rest of the list (if it's longer than one screen), tap the arrows.

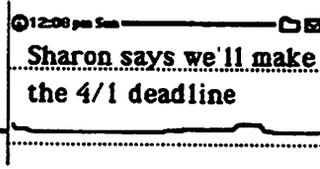


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## STARTING A NEW NOTE

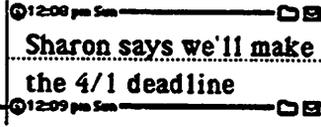
You should start a new note for each new bit of information. Newton works better with lots of short notes, rather than a few long ones.

To begin a new note, draw a bar like this.



S-089

The line becomes a separator bar.



S-088

(If it turned into a plain line, tap Undo and try again.)

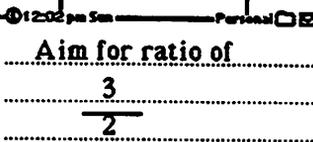
## GETTING INFORMATION FROM THE SEPARATOR BAR

The separator bar at the top of each note gives you information about the note.

Tap the **i** to see more information (see below).

Time and day the note was created.

Which folder the note is stored in.



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Here's the information you get from tapping the **i**:

Date and time the note was created.

Amount of memory the note takes up.

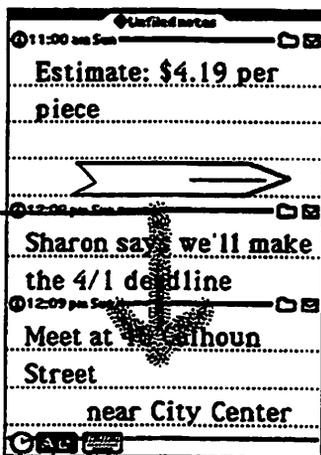
③ 8/1/93 12:02 pm 165 bytes

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## ADDING INFORMATION TO A NOTE

If you have enough room, start writing or drawing.

If you need more room, drag the separator bar down.



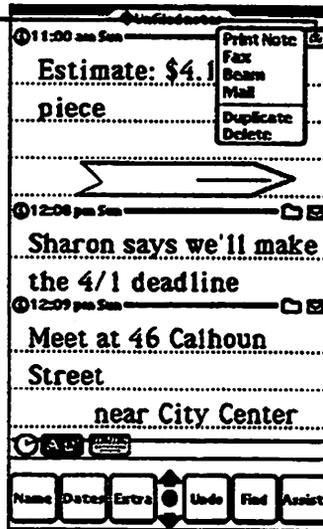
S-090

## PRINTING, FAXING, SENDING, DELETING, AND DUPLICATING NOTES

You can print, fax, or mail each note in a number of formats, including letter, memo, and plain text. You can also print, fax, or mail a week's worth of notes at the same time.

1. Tap the Action button above the note you're interested in. (The Action button controls the note below.)

2. Proceed according to the choices below:



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**To print:** Tap Print Note and see Chapter 8.

**To fax:** Tap Fax and see Chapter 9.

**To send e-mail:** Tap Mail and see the booklet *Using Electronic Mail*.

**To beam:** Tap Beam and see Chapter 10.

**To duplicate:** Tap Duplicate. A copy of this note appears at the end of the Notepad.

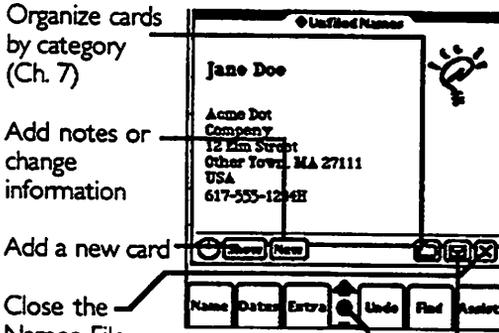
**To delete:** Tap Delete. This note is erased. (Tap Undo to get it back.)

For example, to print a note in the form of a letter: (1) Go to the note that contains the letter; (2) Tap the Action button; and (3) Tap Print Note; (4) Choose the letter format; (5) Fill out the address information; and (6) proceed as described in Chapter 8.

## OTHER TOPICS OF INTEREST

- Searching for words, Chapter 6.
- Making requests to the Intelligent Assistant, Chapter 15.
- Writing and drawing, Chapter 5.
- Troubleshooting, Chapter 30.
- Organizing and viewing notes by category, Chapter 7.
- Moving name cards to and from a memory card, Chapter 24.

**NAME FILE**



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## GOING TO THE NAME FILE

Tap the Names button to open the Name File.



## VIEWING THE CARDS

To see other cards in the Name File, tap the arrows.



## SEEING AND USING THE LIST OF NAMES

1. Tap the Overview button to see a list of all the cards in the Name File.

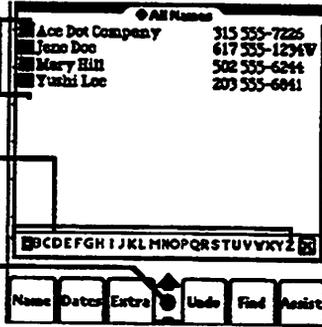


2. Here's how you move around in the list:

• Tap a name to see its card.

• Tap a letter to go to that part of the list.

• Tap the overview button to return to the cards.



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### ADDING A NEW NAME AND ADDRESS CARD

1. Tap New.



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2. Tap each blank that you want to fill in, and write in the box that opens. See the notes below for details.

3. Choose how to alphabetize the card: Tap Sort By, then tap your choice.

4. Choose how the card should look: tap Card Style, then tap your choice.

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5. Return to the cards: tap Show, then tap Card.

Notes:

- If you notice a diamond in the box you're filling in, tap it to see choices.

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- If you want to use a keyboard to enter information (Ch. 5), tap twice in any box.

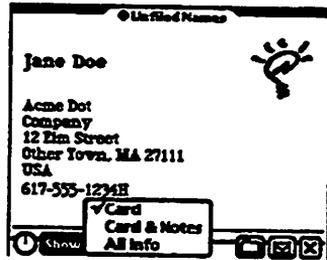
Company	Apple			State	TX	Title	
Address							
City	1	ABC	DEF	del			
State	GH	JKL	MNO	(			
Country	PQR	STU	VWXY	)			
Zip	*	0	*	-			
E-Mail							
Office							
Home							
Phone							

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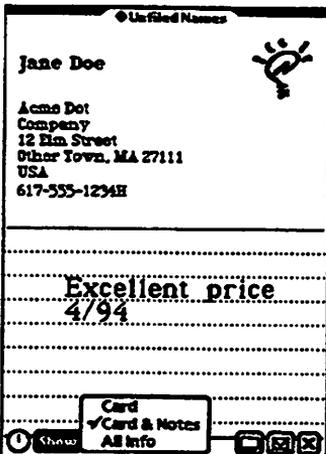
- For phone numbers, tap the diamond to set which kind of phone it is, such as work, home, or fax number. To record an extension, write it next to the phone number.

## THREE WAYS TO LOOK AT A CARD

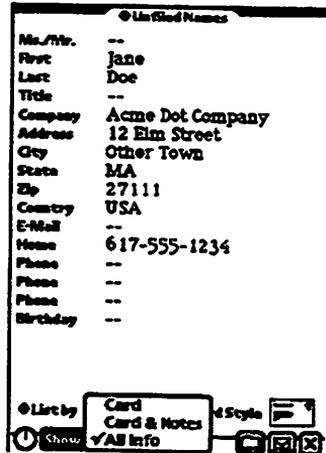
To change views, tap Show, then tap the view you want.



**Card view** shows name, address, and phone number.



**Card & Notes view** shows the card view plus an area for you to write notes.



**All Info view** shows all the information on the card. Use this view if you want to change or add information.

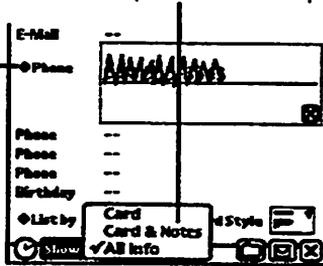
## CHANGING OR ADDING INFORMATION ON A CARD

1. Go to the All Info view. Tap Show, then tap All Info.

2. Tap what you want to change. A box appears.

3. Delete and insert text as usual (Ch 5).

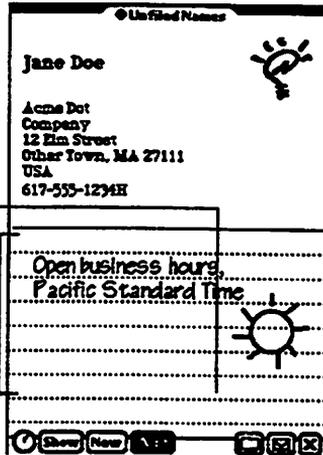
4. Return to the Card view: tap Show, then tap Card.



## ADDING AND VIEWING NOTES

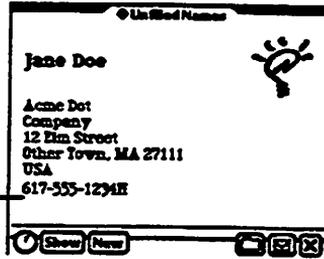
1. Go to the Card & Notes view: Tap Show, then tap Card & Notes.

2. Write or draw in the notes area that appears.



## DIALING A PHONE NUMBER

To dial a number, tap it, then follow the instructions in Chapter 14.



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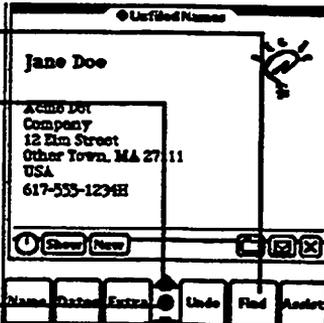
## FINDING A CARD

You can look for a card in any of these ways:

- Tap Find (Ch. 6).

• Tap the arrows to look at cards one at a time.

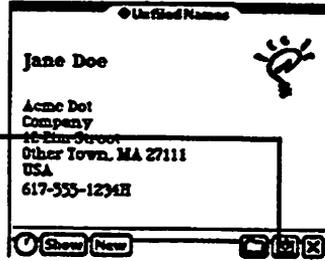
• Tap the overview button to see a list of all the cards (earlier in this chapter).



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## PRINTING, SENDING, DUPLICATING, AND DELETING CARDS

1. Go to the card.
2. Tap the action button. You see a list of things you can do.
3. Tap your choice, as follows:



**To print:** Tap Print Card and see Chapter 8. You can print one card, all cards, all cards including notes, all names and phone numbers, or a summary of all cards.

**To fax:** Tap Fax and see Chapter 9.

**To send e-mail:** Tap Mail and see the booklet *Using Electronic Mail*.

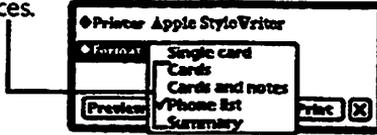
**To beam:** Tap Beam and see Chapter 10.

**To duplicate:** Tap Duplicate. A copy of this card is inserted immediately after this one.

**To delete:** Tap Delete. This card is erased. (Tap Undo to get it back.)

## PRINTING THE WHOLE NAME FILE

To print the whole Name File, tap Print (see previous section). In the print slip, tap any of these four choices.



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## OTHER TOPICS OF INTEREST

- Making requests to the Intelligent Assistant, Chapter 15.
- Writing and drawing, Chapter 5.
- Troubleshooting, Chapter 30.
- Organizing and viewing cards by category, Chapter 7.
- Moving name cards to and from a memory card, Chapter 24.

# DATE BOOK: CALENDAR AND TO DO LIST

View different days.

Write notes.

Make appointments.

Keep a daily To Do list.

Print, fax, mail, delete, or beam.

See more hours by tapping the arrows.

See a two-week overview.

Close the Date Book.

The screenshot shows a PDA interface for a date book. At the top, it displays 'September 1993' and 'Wednesday, Sep 15'. Below this is a calendar grid for the month of September, with the 15th highlighted. A note 'Anniversary' is written on the 15th. The interface includes a list of hours from 9 to 5. At 12:00, there is a note 'Staff meeting' and 'Lunch provided'. At 4:00, there is a note 'Client calls'. At the bottom, there are navigation buttons: 'To Do List', 'Today', and a button with a trash icon. Below these are buttons for 'Name', 'Dates', 'Hours', 'Undo', 'Find', and 'Add'. A vertical line on the right side of the screen indicates the edge of the PDA device.

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## GOING TO THE DATE BOOK

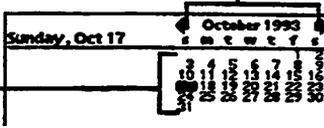
Tap the Dates button to open the Date Book.

Art: Date button

## VIEWING DIFFERENT DAYS

1. To see a date in the previous or next month, tap these arrows.

2. To see a particular day, tap that date.



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**Note:** You can always return to today's date by tapping this button.

Today

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## VIEWING A DISTANT DATE

To see a date several months in the past or the future, you can use this shortcut (instead of repeatedly tapping the arrows):

1. Tap the year:

Sunday, Oct 17							October 1993													
							s	m	t	w	t	f	s							
							3	4	5	6	7	8	9							
							10	11	12	13	14	15	16							
							17	18	19	20	21	22	23							
							24	25	26	27	28	29	30							
							31													

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2. To see more months, tap the arrows.

3. Tap the date you want to see.

August 1993							September 1993						
s	m	t	w	t	f	s	s	m	t	w	t	f	s
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

October 1993							November 1993						
s	m	t	w	t	f	s	s	m	t	w	t	f	s
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

December 1993							January 1994						
s	m	t	w	t	f	s	s	m	t	w	t	f	s
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

February 1994							March 1994						
s	m	t	w	t	f	s	s	m	t	w	t	f	s
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

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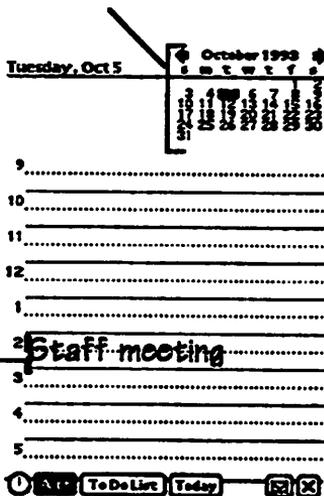
## MAKING AN APPOINTMENT

1. Go to the date you want (see earlier in this chapter).

2. If you don't see the hours you want, tap the arrows at the bottom of the screen.

3. Optional: Draw a vertical line from the starting time to the ending time.

4. Write the name of the appointment next to its starting time.



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See the following sections for other options:

- Adding Notes to an Appointment
- Setting an Alarm
- Putting Repeating Events in the Date Book

## ADDING NOTES TO AN APPOINTMENT

1. Tap this line to add notes to this appointment.

2 Weekly staff meeting  
3

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2. Write and draw notes here.

3. Tap X when you're finished.

Title: Weekly staff meeting  
From: 2:00 pm To: 4:00 pm  
in third floor conference room  
Alarm Frequency X

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## SETTING AN ALARM

1. Tap this line to go to this appointment's notes area.

2 Weekly staff meeting  
3

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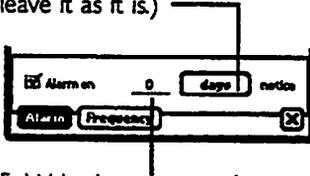
2. Tap Alarm in the appointment's notes area.

**Alarm**

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3. Mark the Alarm On box to turn on the alarm.

4. Tap this box to choose whether you want the alarm to go off minutes, hours, or days ahead of time. (If you want it to go off at the starting time, leave it as it is.)



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5. Write how many minutes, hours, or days ahead of time the alarm should go off. (If you want it to go off at the starting time, leave it as 0. Otherwise scrub out the 0 and write the number.)

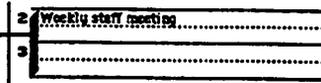
6. Tap X.

### How does the alarm notify me?

When the alarm goes off, a message appears on your screen. Newton can also play a sound when the alarm goes off, if you turn on the Sound Alarm Effects in the Sound preferences area. (See Chapter 16.)

### PUTTING REPEATING EVENTS IN THE DATE BOOK

1. Tap this line to go to this appointment's notes area.



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2. Tap Frequency in the box that appears.

**Frequency**

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3. Tap one of these choices. See list that follows for more details.

4. Look here for options related to your choice.

This box summarizes your choices.

5. Correct the starting and ending times of the meetings, if necessary.

6. If the meetings only repeat for a limited time, such as the next month, write the date of the last meeting here.

7. Tap X.

The screenshot shows a dialog box for setting meeting frequency. It contains the following elements:

- A list of frequency options:
  - Don't repeat
  - Every week
  - Every other week
  - Every month
  - Every year
  - Week in month
- A list of days of the month options:
  - first
  - second
  - third
  - fourth
  - last
- A summary box containing the text: "The Second Tuesday of every month"
- Fields for start and end times: "Start: 2:00 pm" and "End: 4:00 pm"
- A field for "No meetings after" with a date input field.
- Buttons for "Alarm" and "Frequency" at the bottom left.
- An "X" button at the bottom right to close the dialog.

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**Every week:** For appointments that recur at the same time every week. In step 4, you can tap as many different days of the week as you like.

**Every other week:** For appointments that recur at the same time every other week. In step 4, you can tap as many different days of the week as you like.

**Every month:** For appointments that happen at the same time every month. In step 4, you can choose the date.

**Every year:** For appointments that happen on the same date every year. In step 4, you can choose the month and date.

**Week in month:** For appointments that recur every month, always on the same day of the week, for example the first Friday of the month. In step 4, you can choose which week or weeks the appointment occurs on.

## Examples of repeating events

**Example:**  
Yearly event on  
April 26th.

<input type="checkbox"/> Don't repeat	<input type="checkbox"/> Every week	<input type="checkbox"/> Every other week	<input type="checkbox"/> Every month	<input checked="" type="checkbox"/> Every year	<input type="checkbox"/> Week in month																																			
<table border="1"> <tr><td colspan="7">April</td></tr> <tr><td></td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>						April								5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
April																																								
	5	6	7	8	9	10																																		
11	12	13	14	15	16	17																																		
18	19	20	21	22	23	24																																		
25	26	27	28	29	30																																			
Every April 26																																								
From: 12:00 am			To: 12:00 am																																					
No meetings after _____																																								

**Example:**  
Wednesday  
and Friday  
weekly meeting  
until the end of  
November.

<input type="checkbox"/> Don't repeat	<input checked="" type="checkbox"/> Every week	<input type="checkbox"/> Every other week	<input type="checkbox"/> Every month	<input type="checkbox"/> Every year	<input type="checkbox"/> Week in month							
<table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> </table>						S	M	T	W	T	F	S
S	M	T	W	T	F	S						
Every Wednesday and Friday												
From: 2:00 pm			To: 5:00 pm									
No meetings after 11/30/79												

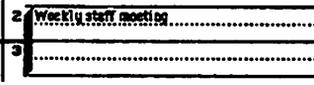
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**Example:**  
Monthly meeting  
on the second  
Monday each  
month.

<input type="checkbox"/> Don't repeat	<input type="checkbox"/> Every week	<input type="checkbox"/> Every other week	<input type="checkbox"/> Every month	<input checked="" type="checkbox"/> Every year	<input checked="" type="checkbox"/> Week in month
					<input type="checkbox"/> first <input checked="" type="checkbox"/> second <input type="checkbox"/> third <input type="checkbox"/> fourth <input type="checkbox"/> last
The Second Monday of every month					
From: 10:00 am			To: 11:30 am		
No meetings after _____					

## CHANGING THE TIME FOR AN APPOINTMENT

Change the starting name or length of an appointment by moving this marker, as described below:



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- **To change the starting time:** hold the pen on the marker until it turns white, then move it to the correct time. (To avoid waiting until the marker turns white, use the pen to drag it to the right, then drag it to the new starting time.
- **To change the length of the appointment:** use the pen to drag the bottom end of the marker to the correct length.
- **To change the date:** See "Moving an Appointment to a Different Date" later in this chapter.

**Note:** You may also change the time for an appointment by writing the new starting and ending times in the appointment's notes area. See "Adding Notes to an Appointment" earlier in this chapter.

## WRITING NOTES ON THE CALENDAR

You can add three kinds of notes to the calendar.

- A note for the day, such as an anniversary or holiday, which may repeat or have an alarm.

- A plain note, which may include text or shapes.

- A note attached to an appointment.

Wednesday, Sep 15    September 1993

Anniversary

	1	2	3	4
5	6	7	8	9
10	11	12	13	14
15	16	17	18	19
20	21	22	23	24
25	26	27	28	29
30				

9

10

11

12 Staff meeting      Lunch provided

1

2

3

4 Client calls

5

🔍 To Do List Today 📧 ✕

Name Dates Extra Undo Find Assist

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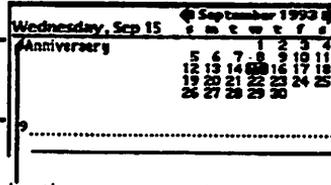
See the next three sections for details on creating each of these types of appointments.

## Notes for the day

1. Go to the day you want.

2. Write the note here.

3. Tap this bar to make the note repeat or to set an alarm. (See the sections earlier in this chapter.)

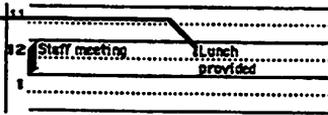


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**Note:** Newton treats day notes as if they are appointments set at 12:00 midnight. You may set alarms for them, make them repeat, and move them as you would any other appointment.

## Plain notes

You may write or draw plain notes in the right half of lined portion of the calendar page.



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## Notes attached to appointments

You may attach notes to an appointment by tapping its activity marker, as described in "Adding Notes to an Appointment," earlier in this chapter.

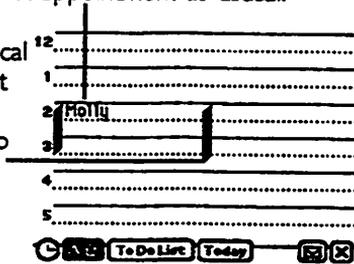
## SETTING TWO APPOINTMENTS FOR THE SAME TIME

You can set two appointments for the same time by placing them side-by-side. There are two ways to do this, as shown in the next two sections.

### Draw an activity marker for the second appointment

1. Create the first appointment as usual.

2. Draw a vertical line to the right of the first appointment to mark the time for the second appointment.



~~S-263~~  
S-298

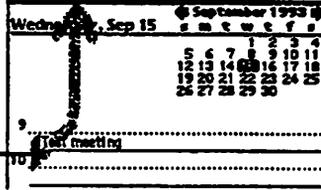
3. Tap the new line you just drew to open the appointment slip, and fill it in as explained in the next steps.





## Normal view move

1. Hold the pen in the middle of the bar and move it to the top of the screen.

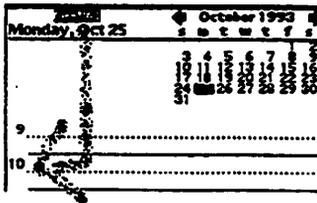


S-264

The appointment is temporarily reduced to a single word at the top of the screen.

2. Go to the date where you want to move the appointment to.

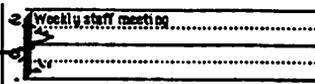
3. Use the pen to move the meeting back from the top of the screen to the time you want on the calendar.



S-265

## DELETING AN APPOINTMENT OR NOTE

- To erase an appointment, scrub out the marker next to it.



S-256

## DELETING OLDER APPOINTMENTS AND TO-DO ITEMS

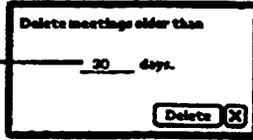
1. Tap the Action button near the bottom of the screen.



S-266

2. Tap Delete.

3. Scrub out the number 30 and write the number you want.



S-267

4. Tap Delete.

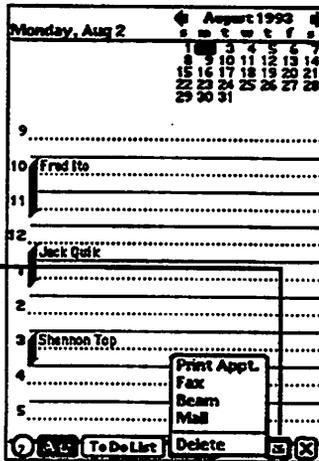
## PRINTING, FAXING, SENDING, AND DELETING, AND CALENDAR INFORMATION

You can print, fax, mail, or beam information for 2, 5, 7, or 14 days at a time.

1. Go to the beginning date you want to print or send information for.

2. Tap the Action button.

3. Proceed according to the choices below:



S-268

**To print:** Tap Print Date and see Chapter 8.

**To fax:** Tap Fax and see Chapter 9.

**To send e-mail:** Tap Mail and see the *Using Electronic Mail* booklet.

**To beam:** Tap Beam and see Chapter 10.

For example, to print a calendar of Monday to Friday's events, follow these steps: (1) Go to Monday; (2) Tap the Action button; and (3) Tap Print Date and see Chapter 8.

## VIEWING THE TO DO LIST

Each page of the Date Book has a space for a to-do list. To view the to-do list for a particular date, follow these steps:

1. Go to the date of the calendar you want. (See "Viewing Different Days" earlier in this chapter.)
2. Tap this button. **To Do List**

S-269

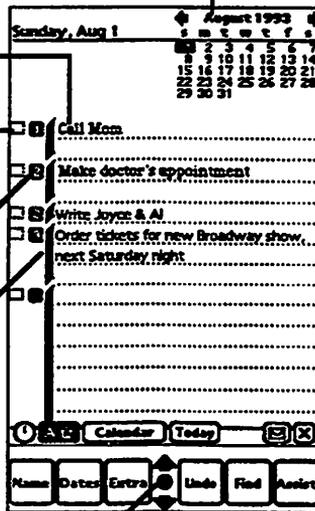
Use this calendar for moving around the To Do pages. See "Viewing Different Days" earlier in this chapter.

A To Do item.

Check box to mark an item as finished.

Priority marker to show the item's importance.

The activity marker to move, erase, or add space for the item.

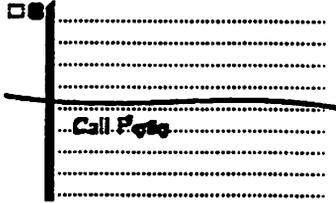


S-270

The overview button displays two weeks of To Do items.

## ADDING ITEMS TO THE TO DO LIST

1. Draw line across the screen to create a new item.



S-271

2. Write the new To Do item.

3. Tap the black box to set the priority of the to-do item. The highest priority is 1.

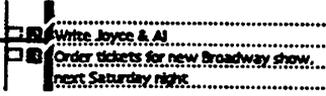


S-300

4. When you're finished with the To Do list, tap the Calendar button.

## ADDING TEXT TO A TO-DO ITEM

1. Add more lines to the To Do item by holding the pen on the bottom end of the activity marker and moving it down.



S-272

2. Write the additional text as usual.

## CHECKING OFF A COMPLETED ITEM

Mark the checkbox by tapping it.



S-273

## DELETING AN ITEM FROM THE TO DO LIST

Delete the item by scrubbing out its activity marker.



S-273

**Note:** You can delete older To Do items all at once. See "Deleting Older Appointments and To-Do Items" earlier in this chapter:

## **SEEING SEVERAL DAYS OF TO DO ITEMS AT ONCE**

To see more than one day of To Do items at a time, see "Viewing More Than One Day at a Time" earlier in this chapter.

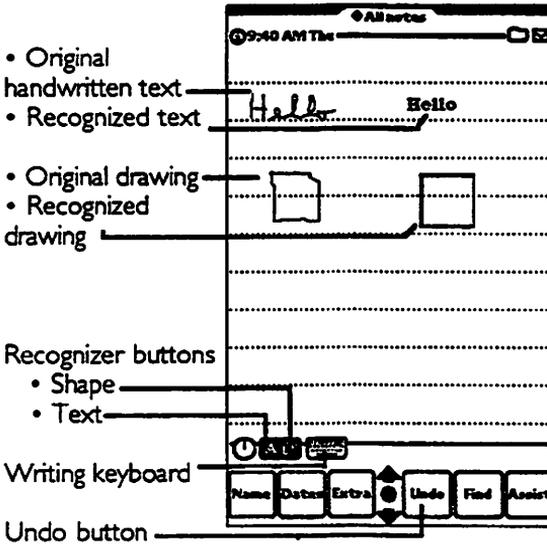
## **PRINTING, FAXING, SENDING, DELETING, AND LABELING TO DO ITEMS**

You can print and send To Do information just like you do calendar information. See "Printing, Faxing, Sending, Deleting, and Labeling Calendar Information" earlier in this chapter.

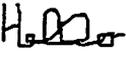
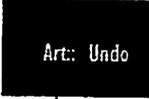
## **OTHER TOPICS OF INTEREST**

- Searching for words, Chapter 6.
- Making requests to the Intelligent Assistant, Chapter 15.
- Writing and drawing, Chapter 5.
- Troubleshooting, Chapter 30.

## HANDWRITING, TEXT, AND DRAWING



## RECOGNIZING YOUR WRITING AND DRAWING

- | Step   | Text example  | Drawing example   |
|--|---|---|
| 1. Turn on the appropriate recognizer.*        |  |    |
| 2. Write or draw what you want.                |  |    |
| 3. Check the result.                           | <b>Hello</b>  |    |
| 4. If necessary, correct or modify the result. | <b>Hello</b><br>Tap word twice to correct it. (See next section.)                 | <br>Tap Undo button or delete the drawing by scrubbing it out. (See sections later in this chapter.) |

\*If you write and draw at the same time, you can turn on both recognizers. However, recognition may be slower and

less accurate. If you want your shapes and text to stay the way you write them, turn off both recognizers.

## CORRECTING MISINTERPRETED TEXT OR CHANGING TEXT BACK TO HANDWRITING

1. Tap twice on the word to see a list of ways to correct it.

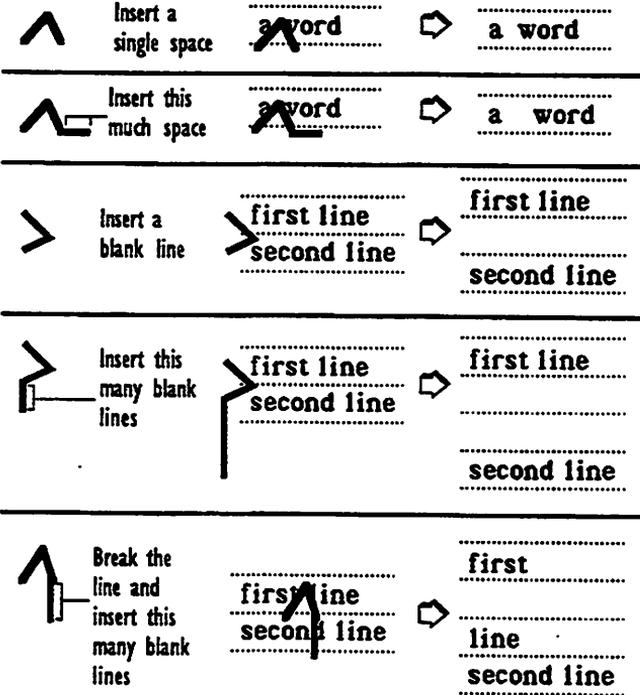


2. Make a choice:

- If you see the correct word, tap it.
- If you want to keep the original handwritten form, tap it.
- If you don't see the correct word, tap here to display the correction keyboard (see later in this chapter).



# INSERTING SPACE



## INSERTING TEXT

1. Insert enough blank space for the new text (as described in the previous section).

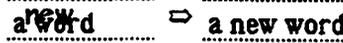


2. Write the new text.



### Shortcut:

Print the new text where you want to insert it.



You need to print each letter (make sure each letter is separated from the next) because Newton can mistake cursive writing as a scrubbing motion.

## ERASING TEXT

To erase text, scrub it out using a zig-zag motion like this.



Notes about scrubbing:

- Wait one second before scrubbing out something you just wrote or drew.

- You can scrub out a single character, a single word, a group of words, the space between words, an entire paragraph, or one or more blank lines.
- You can also erase by selecting text (see next section), then scrubbing out any portion of the selection. Make sure you begin scrubbing outside the selection to avoid accidentally moving it.

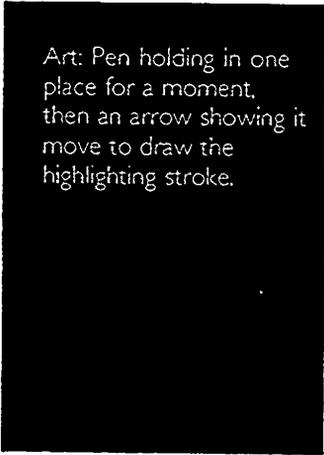
## SELECTING THINGS

Before you manipulate text, shapes, or handwriting, you need to select them. You use different selection techniques for different situations.

All of the selection methods require a special motion of the pen.

### **Highlighting motion:**

1. Hold the pen in one place until you see a heavy mark.
2. Without lifting the pen, move it over the things you want to select, or draw a circle around the things you want to select, as described in the next two sections.

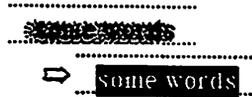


Art: Pen holding in one place for a moment, then an arrow showing it move to draw the highlighting stroke.

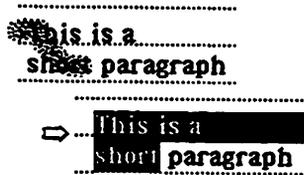
## Detail selection

To select individual words, lines, paragraphs, or parts of drawings, you can use any of the following techniques.

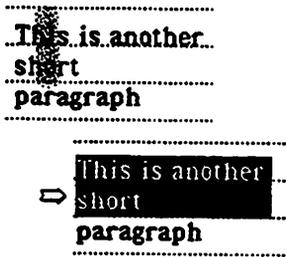
To select words, use the selecting motion.



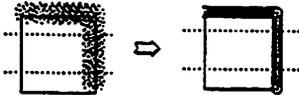
To select text that's on more than one line, use the selecting motion from the first word to the last. The path of the motion doesn't matter.



To select several whole lines of text, use the selecting motion while making a vertical mark through the lines of text.



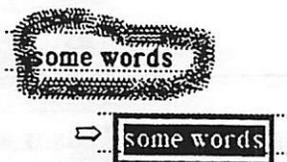
To select lines in a shape, mark them with the highlighting motion.



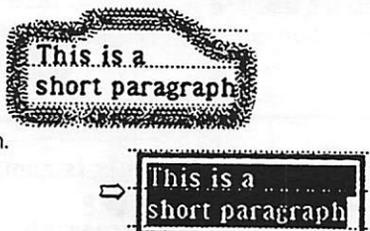
## Box selection

To select groups of text or whole drawings, you can use any of the following techniques. All these techniques put a box around what you have selected.

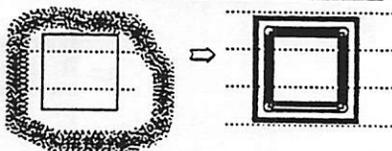
To put a box around several words, circle them using the selecting motion.



To put a box around several words, circle them using the selecting motion.



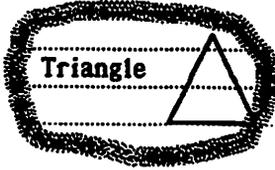
To put a box around a drawing circle it using the selecting motion.



## Selecting more than one thing

Use either method:

- Circle everything using the selecting motion.



- Select one item at a time. Other items remain selected.



## Unselecting everything

Tap outside the selection.



## CHANGING CAPITALIZATION OF WORDS

1. Select the word or words you want to change.
2. Draw an upward or downward stroke, as follows. Be careful to *start* the stroke outside the highlighted text.

	<b>make uppercase</b>	<b>make lowercase</b>
	• stroke up	• stroke down
<b>1st letter only</b>		
• stroke 1st letter		
<b>whole word</b>		
• stroke middle of word		

3. Unselect the word by tapping away from the selected word.

### CHANGING THE STYLE OF TEXT

1. Do one of the following:

- To change the style of existing text, select the text you want to change, as described earlier in this chapter.
- To change the style of the text you're about to write, make sure no text is selected.

**Apple**

Apple

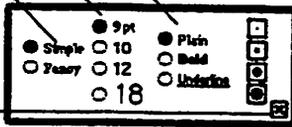
2. Tap to open the Extras drawer if it's not already open.



3. Tap the Styles button.



4. Tap your choices.



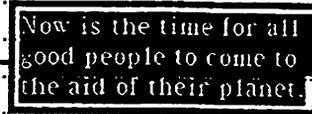
5. Tap X.

**Note:** changing the text style may change how the lines of text break in a paragraph.

## CHANGING PARAGRAPH MARGINS

1. Box select the paragraph, as described in this chapter.

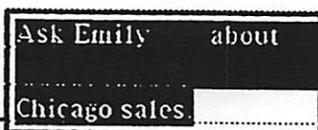
2. Move any corner of the box with the pen.



## REMOVING EXTRA SPACE FROM PARAGRAPHS

If you put a lot of space between words or lines, the text recognizer may insert tabs or carriage returns that you don't want. To remove them, follow these steps:

1. Box select the paragraph.



2. Tap the border of the box twice.

## DUPLICATING TEXT OR SHAPES

1. Select the text or shapes you want to duplicate. (See earlier in this chapter).

2. Tap the selected text or shapes twice, but don't lift the pen after the second tap.



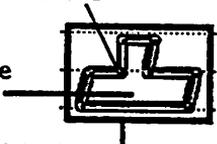
3. Keeping then pen held down, move the text or shapes where you want the duplicate copy to go.

## MODIFYING SHAPES

1. Box select the shapes you want to modify.
2. Modify the shapes as follows:

- Drag the end of a line to move it.

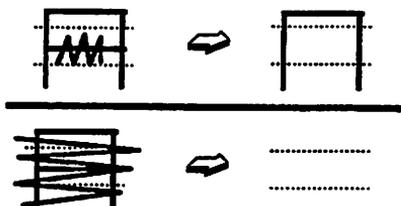
- Drag the middle to move the whole picture.



- Drag a corner or edge of the box to stretch or distort the whole picture.

## ERASING DRAWINGS

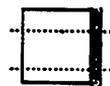
You can erase drawings or portions of drawings by scrubbing them out using a zig-zag motion, as shown in these examples:



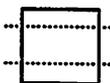
## CHANGING THE THICKNESS OF LINES

I. Do one of the following:

- To change the thickness of an existing line or shape, select it.



- To use a different thickness for what you're about to draw, make sure nothing is selected.



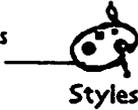
See earlier in the chapter for information about selecting and unselecting.

2. Tap to open the Extras drawer if it's not already open.

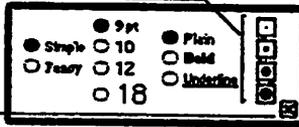


Art: Extras  
button

3. Tap the Styles button.



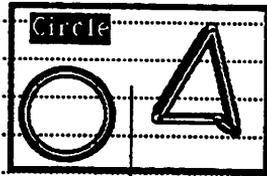
4. Tap your choice.



5. Tap X.

## MOVING THINGS ON A PAGE

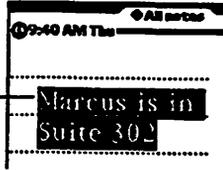
1. Select what you want to move, as described earlier in this chapter.



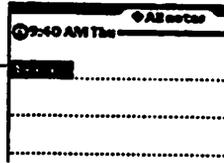
2. Hold the pen inside the selection box and drag it where you like.

## MOVING THINGS TO A DIFFERENT AREA

1. Select what you want to move, as described earlier in this chapter.



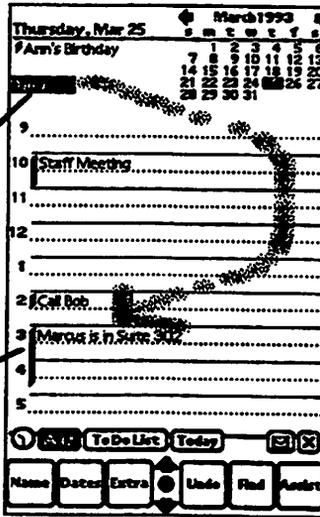
2. Hold the pen inside the selection and drag it to the top or side of the screen. The item becomes small.



3. Go where you want to put the items.

4. Hold the pen on the small item at the edge of the screen and drag it where you want it.

5. When you pick up the pen, the item expands again.



## UNDOING CHANGES

If you make a mistake or want to cancel a recent action, tap the Undo button.

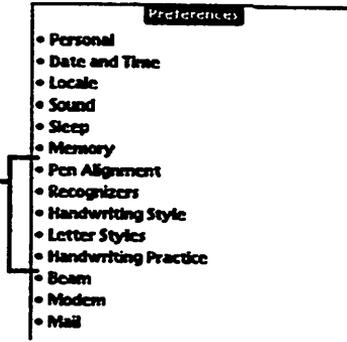
You can Undo your last two actions.



## SETTING WRITING AND DRAWING PREFERENCES

You can fine tune Newton's recognizers to handle your own writing and drawing style by setting a variety of preferences.

These are the preferences that affect writing and drawing. Each is discussed in the next few sections of this chapter.



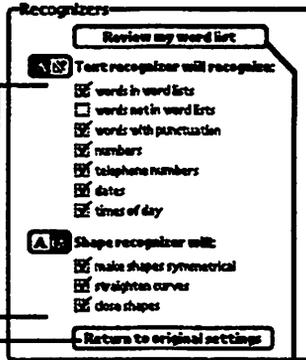
### Recognition preferences

Use the Recognition preferences to specify which combinations of characters the text recognizer should consider, and what kinds of shapes the drawing recognizer will allow. Follow the steps to specify your preferences; see the table after the steps for a description of the options.

1. Tap here twice quickly  to go to the Recognition preferences.

2. Check the options you need. See the following table for descriptions.

(Tap here to return to the original factory settings.)



See "Reviewing Your List of Words" for details on this button.

Preference	On	Off
Words in word lists	Compares handwritten words with Newton's word lists	Ignores word lists when recognizing text

Words not in word lists	Allows combinations of characters not in the word lists	Only considers words in the word lists; improves speed and accuracy.
Words with punctuation	Includes punctuation marks in text	Prevents Newton from misinterpreting small drawings or certain letters as punctuation marks
Numbers, telephone numbers, dates, and time of day	Recognizes these items in handwritten text	Improves speed and accuracy when text doesn't include these items
Make shapes symmetrical	Interprets the shapes you draw as symmetrical (such as squares and isosceles triangles)	Interprets shapes you draw as irregular
straighten curves	Interprets all the shapes you draw as having only straight edges	Allows shapes you draw to have curves (such as circles and arcs)

close shapes	Interprets shapes you draw as closed (such as circles or rectangles)	Interprets shapes you draw as unconnected
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## Handwriting Style preferences

Use the Handwriting Style preferences area to improve the speed and accuracy of the text recognizer by informing Newton of your writing style.

Follow these steps to specify your preferences; see the table that after the steps for a description of the options.

1. Go to the Handwriting Style preferences area by following the instructions in "Going to the Preferences Area" in Chapter 17, then tapping Handwriting Style.

2. Use the pen to slide these diamonds and mark or unmark these boxes, as explained below.

**Handwriting Style**

**Recognize my handwriting**  
 slowly, more accurately      fast, less accurately

**Begin transforming my handwriting**  
 immediately      after a delay

**I write words with letters**  
 disconnected      connected

Learn my writing style as I write  
 Do not use my writing style

**Recognize my handwriting:** If you have neat handwriting that the recognizer does well with, slide the diamond toward

the "fast" side; if the text recognizer makes too many mistakes, slide it toward the "more accurately" side.

**Begin transforming my handwriting:** If you prefer to see the recognizer transform your writing quickly, slide the diamond toward "immediately;" if you find it distracting, slide the diamond toward "after a delay."

**I write words with letters:** If you separate the letters in a word, as in printed writing, slide the diamond toward "disconnected;" if you connect your letters, as in cursive writing, slide the diamond toward "connected."

**Learn my writing style as I write:** Newton can improve its recognition by analyzing your writing. Mark this box to turn learning on. If you let someone else use your Newton device, you may wish to turn off this feature so Newton doesn't start using their writing style to recognize yours.

**Do not use my writing style:** Mark this box to tell the text recognizer not to use the tips its learned from analyzing your writing. For example, you may want to mark this box while you let someone else write on your Newton.

## Letter Styles preferences

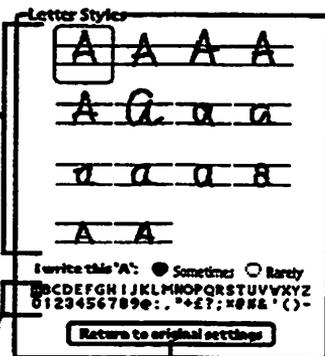
Use the Letter Styles preferences area to improve the speed and accuracy of the text recognizer by telling Newton how you write specific characters.

Follow these steps to specify your preferences:

1. Go to the Letter Styles preferences area by following the instructions in "Going to the Preferences Area" in Chapter 17, then tapping Letter Styles.

2. Make your choices:

- To indicate how you write the characters, tap a letter form, watch how it's stroked, then tap Sometimes or Rarely to indicate how often you write it this way.



- To see other characters, tap here.

- If you wish to discard all the Letter Style preferences you've made, tap here to return to the original factory settings.

## Handwriting Practice preferences

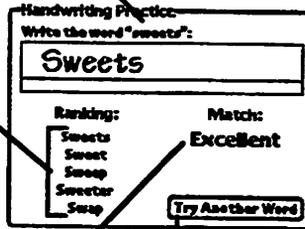
Use the Handwriting Practice preferences area to see how well Newton can interpret your writing. By practicing in this area, you may be able to change your writing style to improve text recognition.

Follow these steps to practice writing:

1. Go to the Handwriting Practice preferences area by following the instructions in "Going to the Preferences Area" in Chapter 17, then tapping Handwriting Practice.
2. Write this word in the blank below.

3. Wait a moment to see how Newton interprets the word.

If you get less than "Excellent," you may want to try writing the word again.



4. Tap here to try writing another word.

## IMPROVING TEXT RECOGNITION

To help improve the speed and accuracy of Newton's text recognition, try any of the following:

- Teach Newton how you draw your letters ("Letter Style Preferences," earlier in this chapter).
- Tell Newton how fast it should interpret your writing and whether you connect your letters as you write ("Handwriting Style Preferences," earlier in this chapter).

- Allow Newton to analyze your handwriting as you write ("Handwriting Style Preferences," earlier in this chapter).
- Follow the hints for better handwriting ("Hints for Better Handwriting," later in this chapter).
- Practice your handwriting ("Practicing Writing," later in this chapter).
- Set your preferences as follows ("Interpreter Preferences," earlier in this chapter): Turn on Words and turn off Non-dictionary Words. Turn off as many of the following as possible: Numbers, Phone Numbers, Dates, and Time Of Day.
- Review your word list, which Newton uses to recognize words. Removing words you don't use—especially short ones—speeds up recognition; to save you the effort of correcting words while you're taking notes, add them to the word list now . "(Reviewing Your Vocabulary List" later in this chapter.)

## HINTS FOR BETTER HANDWRITING

- Write capital letters and tall letters (such as t and l) so they use the whole height of the line. Other letters should be half as high.
- Put a full character's width of space between words. Also avoid extra width which can cause Newton to insert a tab.
- Write in straight lines.
- When dotting your i's, keep the dot close to the i. Make sure it doesn't look like an accent mark.
- When you cross t's, make sure you don't cross any other tall letters. Make the cross horizontal, not slanted.
- Don't scrunch words at the edge of the screen.
- Make parentheses bigger than tall letters.
- Don't go back to a letter you've already written to improve it.
- Don't pause for long in the middle of writing a word.
- To put a tab between columns, wait for the text to be recognized, pause for another second, then skip some space and continue writing.
- Write from left-to-right.
- Use thicker ink for best recognition. You can choose ink thickness by going to the Extras drawer and tapping Styles.
- Keep punctuation close to the word. If it turns into an l, you're leaving too much space between the word and the punctuation.

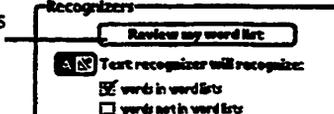
- Write colons and semicolons from top to bottom and make them as tall as capital letters.
- Write exclamation points the same size as tall letters.

## REVIEWING YOUR LIST OF WORDS

Every time you correct a misinterpreted word, Newton sees whether the correct word is in its list of words. If not, it asks if you want to add the word to the list—your own list of words—so it can recognize it later.

You may want to remove words from the list because the longer the list gets and the more short words it contains, the slower the interpreter works; or you may want to add words to the list to ensure Newton can recognize them.

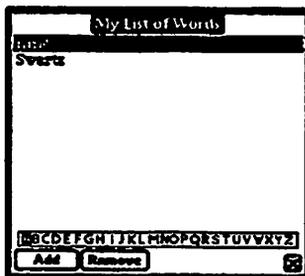
1. Tap here twice quickly  to go to the Recognition preferences.

2. Tap this button. 

3. Review, Add, and remove words as you like.

To remove a word, tap it to darken it, then tap Remove.

To add a word, tap Add then write the word with the correction keyboard that appears.



To move to a different part of the list, tap a letter.

4. Tap X to leave this area.

5. Tap X to close the Extras drawer.

## PRACTICING WRITING

To practice writing on Newton, play the Game (Chapter 22) or write words in Handwriting Prefs ("Handwriting Practice Preferences," earlier in this chapter).

## USING THE ON-SCREEN KEYBOARDS

The following sections explain how to use the writing keyboard for entering new text and the correction keyboard for correcting existing text.

## Using the correction keyboard

If you wish to change a word that's already on your screen, follow these steps:

1. Tap the word  twice.

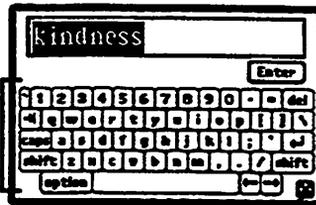
2. If you don't see the word you want, tap here.



3. You can type over the whole word, or tap the left and right arrow keys to move from one part of the word to another. You can also tap the part of the word where you'd like to type.

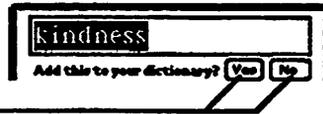
4. Tap keys on the keyboard. Special keys are explained below.

5. Tap the big Enter button to finish.



(To leave without changing the word, tap the X.)

6. If the word isn't already in the list of words, Newton asks if you want to add it. Tap your choice.

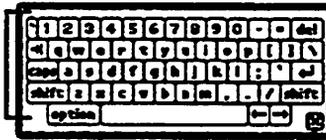


## Using the writing keyboard

If sometimes you prefer to tap out characters on a picture of a keyboard rather than handwriting them, follow these steps:

1. Tap twice in the area where you want to write.

2. Tap keys on the keyboard. Special keys are explained below.



3. Tap this X to finish.

Notes on the writing keyboard:

- You can also open the writing keyboard in the Notepad by tapping the keyboard button near the bottom of the screen.
- The text you type appear wherever the vertical line is blinking.

- You can move the blinking vertical line by tapping where you want to move it.

### Special keys

: moves to the next text column

**caps:** capitalizes all letters until you tap it again.

**shift:** capitalizes the next character you type.

**option:** shows special characters; tapping option and then shift shows more special characters

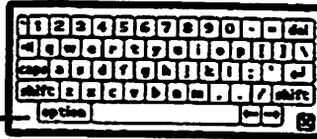
**arrows:** move the blinking line one character forward or backward

: moves to the next line

**del:** deletes the character to the left of the blinking line

### Moving the keyboards

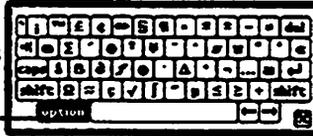
Hold the pen on the keyboard, away from any of the buttons, and move the keyboard where you like.



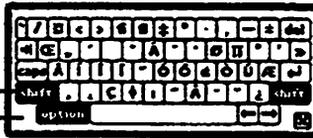
## Entering symbols and non-English characters

Newton doesn't interpret every character you might want to write; for many of these, you can use the on-screen keyboard. See "Using the Writing Keyboard," earlier in this chapter.

You can see special characters by tapping "option"...



...or by tapping "option" and then tapping "shift".



Some characters for non-English alphabets you can get with the following key combinations:

For this character:

Tap this:

á, é, í, ó, ú

option + e + any vowel

ñ, ã, õ

option + n + letter

ã, ë, ï, ö, ü

option + u + any vowel

â, ê, î, ô, î

option + i + any vowel

â, è, ì, ò, ù

option + ` + any vowel

## Changing the keyboard layout for different countries

Different countries use different keyboard layouts. To select a different layout, follow these steps:

1. Tap to open the Extras drawer if it's not already open.



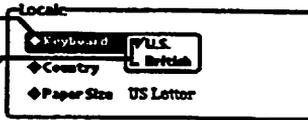
Art: Extras  
button

2. Tap Prefs. —   
Prefs

3. Tap Locale. —> **Locale**

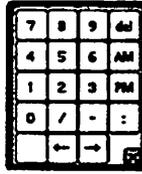
4. Tap Keyboard.

5. Tap your choice of keyboards.



## Special keyboards for numbers

If you're adding text to a special place for numbers, phone numbers, or dates, you will get one of these special keyboards.



numbers, dates,  
and times



phone numbers

## FIND

You can have Newton look for information in all areas at once (such as the Notepad, Name File, and Date Book), or you can search only in the area you're looking at right now.

### WHAT YOU CAN SEARCH FOR

You can search for:

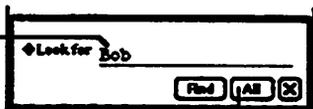
- whole words, such as "blue"
- partial words, such as "bl"
- more than one word at a time, such as "blue green." The order of the words doesn't matter. Newton will take you to the first place that has both words, whether or not they're next to each other.

### SEARCHING EVERYWHERE AT ONCE

1. Tap Find.



2. Write the text you want to search for.



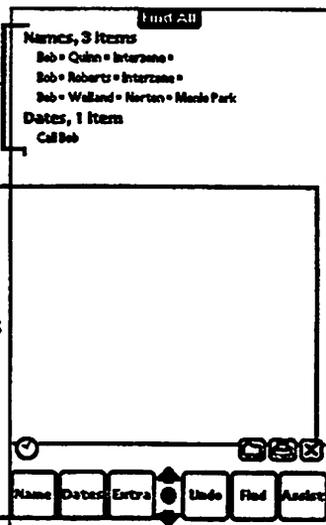
S-082

3. Tap the All button. Newton shows a list of all the places the word is found.

Tap an item in the list to go there.

Tap the X if you don't see what you're looking for.

If Newton finds more information than fits on the screen, tap the down arrow to see more.



S-083

**Note:** You can move all the found items in the list into the same folder. Tap the folder button and see Chapter. 7.

## SEARCHING ONLY ONE AREA

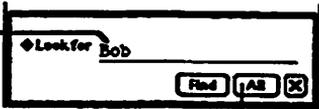
1. Go to the area you want to search. To search the Date Book, open it; to search the Names File, open it; to search the Notepad, close everything else.

2. Tap Find.



Art: Find  
button

3. Write the text you want to search for.



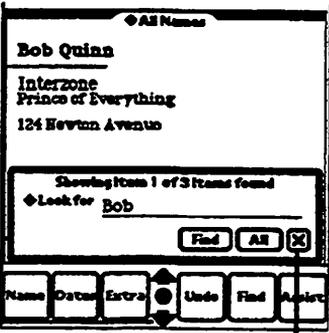
◆ Look for Bob

Find All X

S-082

4. Tap Find. Newton goes to the first place it finds the word.

5. Tap the down arrow to see, one at a time, the other places where Newton found the word.



◆ All Names

**Bob Quinn**

Interzone  
Prince of Everything  
124 Newton Avenue

Showing item 1 of 3 items found

◆ Look for Bob

Find All X

Name Date Extra Undo Find Select

S-084

6. When you're finished, tap the X.

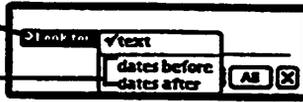
## SEARCHING BY DATE

If you want to find information created before or after a certain date, follow these steps:

1. Tap Find.



2. Tap the diamond.



S-303

3. Tap "dates before" or "dates after."

4. Write a date.



S-304

5. Proceed as follows:

- To search the current area, tap Find and continue as described at the end of "Searching Only One Area."
- To search everywhere, tap All and continue as described at the end of "Searching Everywhere at Once."

## FOLDERS

Just as you might put your papers for different projects into different folders, so you can store some Newton information in folders. You can look at one folder at a time or all folders at the same time.

### PUTTING AN ITEM INTO A FOLDER

You can put Notepad notes or Name File cards into folders. You can't put Date Book items into folders.

To put an item into a folder, follow these steps:

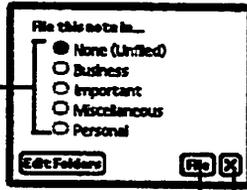
1. Go to the note or card you want to put into a folder.

2. Tap the folder button at the top of the note or the bottom of the card.



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3. Tap the name of folder where you want to file the item, or None if you don't want to file it.



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4. Tap File to make the change or tap X to leave without making any changes.

**Note:** The separator bar in the Notepad shows which folder the note is in. The cards in the Name File don't show the folder.

## PUTTING MANY ITEMS INTO A FOLDER AT ONCE

You can use the Find All feature to put a number of items into a folder all at once.

1. Search for the items using the Find All feature. See "Searching Everywhere at Once" in Chapter 6.
2. Tap the folder button in the list of found items and choose which folder you want, as described in the previous section.

## LOOKING AT ONE FOLDER OR AT ALL FOLDERS

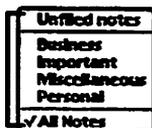
1. Go to the Notepad or the Name File.

2. Tap the folder tab at the top of the note or card.



S-168

3. Tap the folder you want to open; or tap Unfiled to see items that aren't in any folder or tap All to see every item, no matter which folder it's in.



S-169

The folder tab shows which folder you're in.



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#### Notes:

- While you're in a folder, you see only items stored in that folder. When you use the Overview button, the arrows, or the Find button, you see only items in the open folder.
- If you create a new item while you're in a folder, the new item will automatically be stored in that folder. If you create a new item while looking at all your folders at once (All), the new item doesn't go into any folder (it goes into the Unfiled category).
- If you're in a specific folder and move an item to a different folder, the item will seem to disappear, because it moves immediately to the other folder.

## CREATING, RENAMING, AND DELETING FOLDERS

Newton comes with several folders already set up. You can rename, delete, or add folders by following these steps.

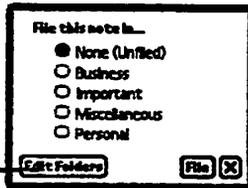
1. Go to any note or any card.

2. Tap the folder button at the top of the note or the bottom of the card.



S-166

3. Tap Edit Folders.



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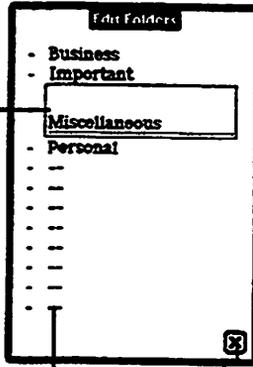
4. Make changes as you like:

• To delete a folder, tap its name, then scub out the name. (The items inside the folder aren't deleted. They move to the Unfiled folder.)

• To rename a folder, tap its name, scribble over the name, and then write the new name in the box. (The items in the folder remain there.)

• To create a new folder, tap a "--" then write the folder's name in the box that appears.

5. Tap X when you're finished.



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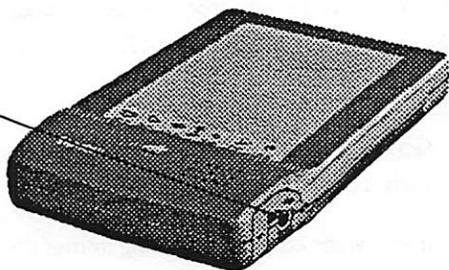
## **PRINTING**

### **WHICH PRINTERS YOU CAN USE**

- Apple personal printers, including StyleWriter printers, the Personal LaserWriter LS, and certain Apple Select printers.
- Apple network printers, including most networkable LaserWriter printers.
- With the Newton Print Pack, other printers including the Epson LQ, Epson FX, HP DeskJet, HP LaserJet, Canon BubbleJet and other printers that emulate them.

## CONNECTING NEWTON TO A PRINTER

Plug the printer  
into Newton's  
communicator  
port.



To connect Newton to a personal printer, such as a StyleWriter or the LaserWriter LS, plug one end of the printer cable into Newton's communication port and the other end into Newton..

To connect Newton to a network printer, plug one end of the network cable into Newton's communication port, and the other end into an AppleTalk box on the network.

To connect Newton to a non-Apple printer, follow the instructions in the Newton Print Pack.

### PREPARATION FOR PRINTING

- Open the Extras Drawer, tap Prefs, tap Personal, and fill in your personal information. (See "Personal Information" in

Chapter 1.) The information will be used in your return address.

- Choose a paper size from the Locale area of Prefs in the Extras drawer. See Chapter 17.

## PRINTING

1. Go to what you'd like to print, such as a note, a name card, or something in the Date Book.
2. If you want to print the thing immediately, connect the printer now (later in this chapter). Otherwise, the item will wait in the Out Box.
3. Tap the Action button; then tap Print.  
(The exact name of the Print command depends on what area you're in.)

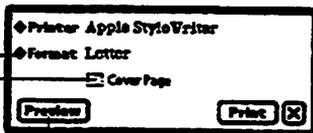


S-074

4. Tap Printer. See "Choosing the printer type in the print box" below.

5. Tap Format to choose how to format the information. (See "Formatting the Information," below.)

6. Mark this box if you want to print a cover page (See "Printing a Cover Page," below.)

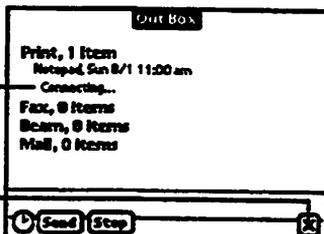


S-079

7. Tap Preview to see what the pages will look like.

8. Tap Print to finish or X to cancel.

9. Watch progress in Out Box, which opens automatically.



S-150

10. Tap X to leave the Out Box.

## CHOOSING THE PRINTER TYPE IN THE PRINT BOX

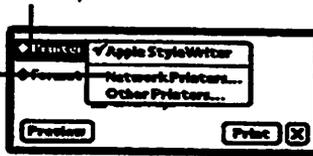
When you tell Newton to print something (see previous section), Newton displays the print box, where you use to choose your printer, as described in the next two sections.

## Choosing a network printer

To choose a printer:

1. Tap here to see the list of printers.

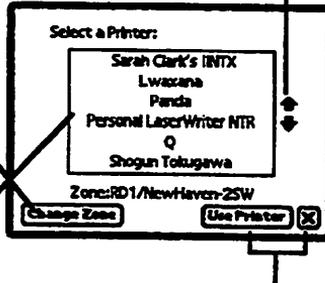
2. Tap your printer's name if you see it. Otherwise tap Network Printers.



S-080

3. Tap these arrows to see the whole list.

4. If your printer is in a different network zone, tap here, then choose the zone in the box that appears.



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5. Tap the name of your printer.

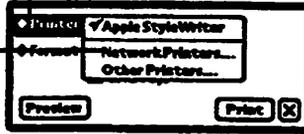
6. Tap Use Printer to select a printer, or tap X to leave this area without making a selection.

## Choosing a personal printer

To choose a printer:

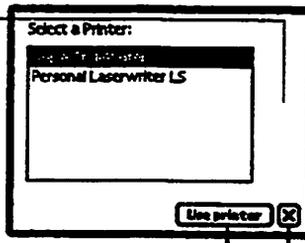
1. Tap here to see the list of printers.

2. Tap your printer's name if you see it. Otherwise tap Other Printers.



S-080

3. If the list is too long to see at once, tap the arrows that appear here.



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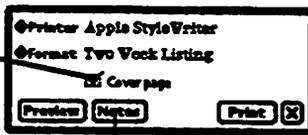
4. Tap your printer's name.

5. Tap Use Printer to select a printer, or tap X to leave this area without making a selection.

## PRINTING A COVER PAGE

If you'd like to include a cover page, follow these steps:

1. Mark this box.



S-149

2. Tap Notes.

3. Write notes in the space that appears, then tap X.

## FORMATTING THE INFORMATION

1. Tap Format to see a list of formatting options. The options change depend on what you're printing.



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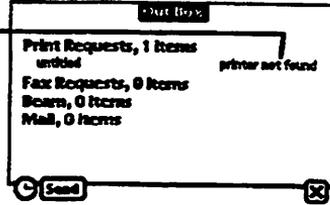
2. If you choose a format that requires an addressee (such as Memo or Letter) fill in the addressee's information.

Addresses for Letter format	
Name	Olgya Krková
Address	Mánesova 5
	Praque 2
	Czech Republic

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## PRINTING PROBLEMS

If you see an error in the Out Box, make sure the printer is ready to print, then tap the item in the Out Box to try again, as described in "Sending Items Stored In The Out Box" in Ch. 13.



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~~S-153~~

## PRINTING THINGS STORED IN THE OUT BOX

See "Sending Items Stored In The Out Box" in Chapter 13.

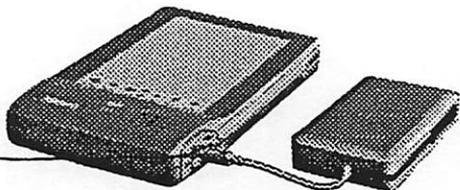
## FAXING

If you have a Newton fax modem, you can use Newton to send faxes.

### CONNECTING NEWTON TO A FAX MODEM

1. See your modem manual for connection instructions.

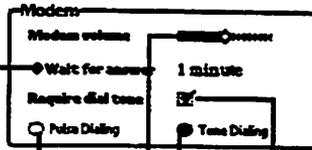
2. Plug the modem cable into the communication port.



Chapter 1.) The information will be used in your return address.

- Tap Modem in the Prefs area and set your preferences:

Tap here to choose how long Newton should wait for the fax machine to pick up at the other end of the line.



Choose pulse or tone dialing.

Slide the diamond to indicate how loud the modem's speaker should be.

Mark this box if the modem doesn't need to wait for a dial tone, as in some PBX phone systems.

## SENDING A FAX

1. Go to what you'd like to send.

**Note:** Interpreted text will be formatted as wide as the fax page. Drawings and uninterpreted handwriting will be the width of the Newton screen.

2. If you want to send the fax immediately, connect the modem (as described earlier in this chapter). Otherwise, the fax will wait in the Out Box after Newton discovers the fax modem isn't attached.

3. Tap the Action button; then tap Fax.



S074

4. Fill in the blanks.

5. Tap the diamond to choose how to format the Fax. (See "Formatting a Fax" below for more information.)

6. Mark this box if you want to send a cover page. To add notes see "Adding Cover Page Notes," below.

A rectangular screen with a thin antenna at the top. It displays "Name Mike" and "Fax # 555-1017" in a form-like layout. Below that is "Format Plain" with a diamond icon to its left. At the bottom are two checkboxes: "Cover page" (unchecked) and "Manual dialing" (checked). At the very bottom are four buttons: "Preview", "Options", "Fax", and "X". A line from the text "Mark this box" points to the "Manual dialing" checkbox.

S-075

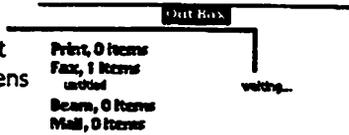
7. See "Manual Dialing" later in this chapter.

8. Tap Preview to see how the fax will look.

9. Tap Options to set your dialing options. (See "Calling Options" in Chapter 14.)

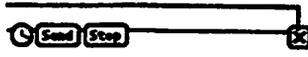
10. Tap Fax to send (or store) the fax, or tap X to cancel.

10. Watch progress in Out Box, which opens automatically.



S-155

11. Tap X to leave the Out Box.



### Formatting a fax

1. Tap Format to see a list of formatting options. The options change depend on what you're printing.



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2. If you choose a format that requires an addressee (such as Memo or Letter) fill in the addressee's information.

Address for Letter format	
Name	<u>Olyna Krková</u>
Address	<u>Mánesova 5</u>
	<u>Prague 2</u>
	<u>Czech Republic</u>

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## Manual dialing

Sometimes you may need to dial the fax number yourself, for example if you must ask an operator for a particular extension. Follow these steps:

1. Follow the instructions in "Sending a Fax," earlier in this chapter. Be sure you mark the Manual Dialing box.
2. Dial the number on your phone and wait until you hear a high-pitched carrier tone on the other end of the line.
3. Tap the Fax button.
4. Hang up the phone.

## Adding cover page notes

If you'd like to include a cover page, follow these steps:

1. Mark this box.

2. Tap Notes.

3. Write notes in the space that appears, then tap X.

The image shows a screenshot of a fax software interface. At the top, there are two input fields: "Name" and "Fax #". Below these is a "Format" section with a radio button selected for "Letter". There are two checkboxes: "Cover page" (checked) and "Manual dialing" (unchecked). At the bottom, there is a row of buttons: "Preview", "Notes", "Options", "Fax", and "X". A handwritten number "5-158" is visible to the right of the interface. Two lines from the text on the left point to the "Cover page" checkbox and the "Notes" button.

## SENDING FAXES STORED IN THE OUT BOX

See "Sending Items Stored In The Out Box" in Ch. 13.